



**APPLICATION FOR MANAGEMENT AND ADMINISTRATION
AN EQUAL OPPORTUNITY EMPLOYER**

Steak n Shake prohibits discrimination in employment because of race, color, sex, religion, age, national origin, disability, citizenship status, sexual orientation, sexual identity, participation in military service or any other unlawful basis in accordance with all applicable federal and state laws.

PERSONAL INFORMATION Today's Date / /

Name _____

Last
First
Middle
Social Security Number
Other names, by which you have been known

Address _____

Number
Street
City
State
Zip code

Home Telephone Number () _____ Work (or message) Telephone Number () _____

Area Code
Number
Area Code
Number

Are you legally eligible to work in the U.S.? Yes No

Do you have a valid driver's license? Yes No State: _____ #: _____

EMPLOYMENT INFORMATION

Are you willing to relocate? Yes No Geographic Preference: _____

What are the two (2) most important factors to you in choosing a job? 1. _____
 2. _____

What are your salary expectations? _____

WORK SCHEDULE

Can you work a flexible schedule? (Days and number of hours scheduled are different every week) Yes No

Please list any days or hours you are unable to work: Days: _____
 Hours: _____

OTHER INFORMATION

Have you been convicted of a crime (other than minor traffic violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No	List all convictions, showing offenses and date:
In your prior employment, have you had shortages or misunderstandings about merchandise or funds? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe fully:
Have you ever been terminated from a job or asked to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list dates and explain:
Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What restaurant or office equipment do you operate?	
Special licenses/certificates earned:	
Have you ever worked for Steak n Shake? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when and where?
Do you have any relatives working for Steak n Shake? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name and location:
Employment Source: <input type="checkbox"/> Classified ad <input type="checkbox"/> Walk-in <input type="checkbox"/> School placement <input type="checkbox"/> Other: _____ <input type="checkbox"/> Former employees <input type="checkbox"/> Agency <input type="checkbox"/> Internet <input type="checkbox"/> Employee referral- _____ <div style="text-align: right; font-size: small;">Name</div>	

EMPLOYMENT HISTORY

Begin with your current or most recent position and include military service, full time jobs, part time jobs, and self employment.

NOTE: Even if we have your résumé, please complete the WORK HISTORY in detail.

May we contact your present employer? Yes No

Company:	Telephone Number:	Your Position:
Address:	Duties:	
Dates Employed:	Supervisor:	Supervisor Title:
Reason For Leaving:	Earnings (Starting/Ending):	
Company:	Telephone Number:	Your Position:
Address:	Duties:	
Dates Employed:	Supervisor:	Supervisor Title:
Reason For Leaving:	Earnings (Starting/Ending):	
Company:	Telephone Number:	Your Position:
Address:	Duties:	
Dates Employed:	Supervisor:	Supervisor Title:
Reason For Leaving:	Earnings (Starting/Ending):	

EDUCATION

High School (or G.E.D.): <i>(name and address)</i>	G.P.A.:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major course of study:
College: <i>(name and address)</i>	G.P.A.:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major course of study:
Graduate School: <i>(name and address)</i>	G.P.A.:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major course of study:
Have you taken any other specialized courses/seminars: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please describe:	

CHARACTER REFERENCES: Give three (3) references who are not relatives or former employers

Name:	Occupation:	Years Known:	Telephone Number:
Name:	Occupation:	Years Known:	Telephone Number:
Name:	Occupation:	Years Known:	Telephone Number:

EMERGENCY INFORMATION *In case of emergency, please notify:*

Name _____ Telephone Number (____) _____ Relationship _____
Last First Middle Area Code Number

Address _____
Number Street City State Zip code

JURY TRIAL WAIVER

PLEASE REVIEW CAREFULLY AND INITIAL WHERE INDICATED TO CONFIRM YOU CONSENT TO THIS PROVISION:

WAIVER OF JURY TRIAL: SNS AND I HEREBY WAIVE, SURRENDER AND FORFEIT ANY RIGHT TO PURSUE A TRIAL BY JURY IN ANY ACTION, LAWSUIT, PROCEEDING, OR COUNTER-CLAIM (INCLUDING, BUT NOT LIMITED TO, CLAIMS RELATING TO HARASSMENT, DISCRIMINATION, TERMINATION, WAGES, BENEFITS, ETC.) BROUGHT OR ASSERTED BY EITHER SNS OR MYSELF AGAINST THE OTHER FOR ANY MATTER ARISING OUT OF OR RELATING IN ANY WAY TO MY APPLICATION FOR EMPLOYMENT OR EMPLOYMENT WITH SNS. SNS AND I AGREE THAT EITHER PARTY MAY PURSUE ONLY A BENCH TRIAL BEFORE A JUDGE (WHERE APPROPRIATE) OR OTHER APPROPRIATE NON-JURY FORUM. IF YOU HAVE ANY QUESTIONS ABOUT THIS "JURY TRIAL" WAIVER, PLEASE CONSULT AN ATTORNEY PRIOR TO INITIALING THIS PROVISION.

_____ BY INITIALING THIS CLAUSE, I CONFIRM MY AGREEMENT TO WAIVE MY RIGHT TO PURSUE A JURY TRIAL FOR ANY ISSUE WHICH RELATES IN ANY WAY TO MY APPLICATION FOR OR EMPLOYMENT WITH SNS.

ACKNOWLEDGMENT

I authorize you to verify my past employment and education, criminal records, motor vehicle records, personal references, and other job related data provided on this application or via the interview process. I authorize the appropriate individuals, companies, institutions, or agencies to release information and I release them from any liability as a result of such inquiries or disclosures of truthful information made in good faith. I understand that false or misleading statements on this application or concealment of requested facts may be considered cause for disqualification or termination.

I understand that nothing in this employment application, in the company's statements or personnel guidelines or in my communications with any company official is intended to create an employment contract between the company and me. I also understand that the company has the right to modify its policies without giving me any notice of the change(s). I understand that if an employment relationship is established, I have the right to terminate my employment at any time. I also understand that the company retains the right to terminate my employment at any time.

NAME (print) _____ SIGNATURE: _____ DATE: _____